

DIETETIC TECHNICIAN

Milwaukee Health Department

THE PURPOSE: The Dietetic Technician assigned to the Women, Infants and Children Supplemental Nutrition Program (WIC), provides nutritional assessment and makes final determination of program eligibility for City of Milwaukee Health Department's (MHD) clients.

ESSENTIAL FUNCTIONS:

WIC Certification

- Complete WIC certification process, which includes but is not limited to: Perform intake and registration, anthropometric measurement, hemoglobin test, nutrition assessment and counseling, breast feeding counseling and promotion, and food instrument issuance.

Client Screening and Referrals

- Screen clients using WIC nutrition criteria to identify high-risk and at-risk clients, and make appropriate referrals to registered dietitian and or public health nurse.

OTHER FUNCTIONS:

Nutritional Analysis

- Analyze nutrient composition and intake for clients being monitored.

Education

- Assist nutritionists in the development of nutrition education classes and programs;
- Conduct group and individual secondary nutrition education; assist nutritionists with WIC outreach activities;
- Assist nutritionists with training students and health department staff;
- Perform data entry to update immunization records; and
- Assist nutritionists in the development of nutrition education classes and programs.

Other Duties

- Participate in WIC clinic team meetings to assist in quality assurance initiatives;
- Assess immunization records and conduct immunization counseling;
- Serve as back-up to Clinic Assistants and Office Assistants as needed; and
- Perform other duties as assigned.

CONDITIONS OF EMPLOYMENT:

- Must have a properly insured automobile for use on the job at time of appointment and throughout employment. Automobile allowance is provided in accordance with applicable labor agreement.
- Employees assigned to the WIC Program will be expected to report to any of the City of Milwaukee WIC clinic locations as assigned. Assignments may be made on short notice to provide staff coverage during unexpected absences or emergency situations.
- All WIC staff participates in a work schedule which includes early evening hours on assigned days. The current hours of work for this position are Tuesday, Wednesday, Friday 8:00 AM – 4:45 PM, and Monday, Thursday 10:30 AM – 7:00 PM

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS

1. American Dietetic Association (ADA) approved Dietetic Technician Degree (Clinical Specialty only)

OR

Bachelor of Science Degree from an accredited college or university in nutritional sciences, dietetics or a related field.

2. Current American Dietetic Association registration

OR

Must successfully pass the American Dietetic Association registration examination within six months of hire.

3. Ability to work with infants and small children, including lifting them onto measuring apparatus such as scales.
4. Valid driver's license at time of appointment and must be maintained throughout employment.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRED QUALIFICATIONS

- Bilingual in Spanish, Hmong, Russian or other language is highly desired, but not required.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of state-of-the-art practices in the field of nutrition, immunization, and public health.
- Knowledge of how to take measurements as well as the ability to perform mathematical calculations such as proportions and percentages.
- Ability to read and interpret information outlined in documents such as operations manuals, certification materials, fact sheets, and federal regulations.
- Ability to produce clearly-written correspondence and other documents.
- Ability to write relevant and legible counseling notes.
- Ability to explain information to clients orally; including the ability to effectively communicate with non-English speaking clients.
- Ability to develop and conduct presentations and educational classes.
- Ability to build and maintain productive working relationships with multidisciplinary and multicultural staff members, clients, elected officials, community groups, the media, and the general public.
- Ability to be tactful, diplomatic, and culturally-sensitive when interacting with people.
- Ability to work well in a participative team environment.
- Knowledge of basic computer software applications such as Microsoft Word.
- Ability to learn and use the ROSIE web-based software system that tracks WIC data.
- Ability to manage time well and to work in an organized manner.
- Ability to exercise good judgment when making decisions.
- Ability to provide excellent customer service and remain composed in a frequently noisy, fast-paced setting.
- Ability to be flexible within a changeable work schedule and environment.
- Trustworthy, dependable, and able to maintain confidentiality.
- Ability to lift and move up to 25 pounds.

THE CURRENT SALARY RANGE (503) is \$33,232 to \$39,690 annually with excellent benefits. Recruitment is at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral, or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **November 19, 2010**. Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.

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10/29/2010

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